

Memorandum

To: DISTRICT DIRECTORS, Districts 1 through 12

Date: August 26, 2003

Attention: District Local Assistance Engineers

File: BTA 04/05

From: **DEPARTMENT OF TRANSPORTATION
DIVISION OF LOCAL ASSISTANCE – MS 1**

Subject: 2004/05 Bicycle Transportation Account

The purpose of this memo is to announce the schedule for the 2004/2005 Bicycle Transportation Account (BTA) cycle.

For the fiscal year 2004/2005 cycle, Bicycle Transportation Plans (BTP) and BTA applications from local agencies are due to District Local Assistance Offices Monday, December 1, 2003.

The 2004/2005 cycle will provide \$7.2 million to city and county agencies for projects that improve safety and convenience for bicycle commuters.

Please provide a copy of the guidelines (attached) and the following 2004/05 highlights, including the program deadlines, to cities and counties in your district by Friday, September 14, 2003. The Local Assistance Program Guidelines, Chapter 21, Bicycle Transportation Account are also available on the Local Assistance Program website at <http://www.dot.ca.gov/hq/LocalPrograms/>.

BTA Highlights

- To be eligible for BTA funds, local agencies must prepare and adopt a BTP that provides the information discussed in items a. - k. in section 891.2 of the Streets and Highways code. The appropriate regional transportation planning agency and the BFU must also approve the plan. Local agencies applying for 2004/05 BTA funds must have a BTP adopted July 1, 2000 or later.
- Per Section 893.6 of the Streets and Highways Code, "...no applicant shall receive more than 25 percent of the total amounts transferred to the Bicycle Transportation Account in a single fiscal year." For fiscal year 2004/05 the maximum amount an applicant may receive is \$1.8 million.
- BTA funds pay a maximum of 90 percent of the cost of an eligible project. Local agencies must provide a minimum 10 percent of the project cost from sources other than the BTA.
- Local Assistance Program Guidelines, Chapter 21, Bicycle Transportation Account, Exhibit 21-B has been revised and is available for review in LPP 03-02. The revision of Exhibit 21-B is necessary to improve procedures and provide an instructive BTA application. The application will be accessible on the Local Assistance Program website at

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<http://www.dot.ca.gov/hq/LocalPrograms/> as soon as it is available. The BFU will accept BTA applications for fiscal year 2004/2005 in either format.

Each District Local Assistance office will play an important role in selecting the highest priority projects to receive these funds. Please rate the applications you receive according to the criteria in Exhibit 21-B on page 21-8 of the Local Assistance Program Guidelines, Chapter 21. Please retain a copy of all BTA applications received for your files, and forward the originals with your ratings by Wednesday, December 31, 2003 to the address listed below.

Mail to:

David Priebe
Bicycle Facilities Unit, MS-1
Division of Local Assistance
California Department of Transportation
P.O. Box 942874
Sacramento, CA 94274-0001

Route to:

To: David Priebe
UNIT: 154 – BFU
MAIL ST #: 1

If you receive adopted Bicycle Transportation Plans from local agencies prior to the December 1, 2003 deadline, please forward them to the BFU immediately.

If you have any questions, please contact me my phone at (916) 653-0036/Calnet 8-453-0036 or email at David_Priebe@dot.ca.gov. You may also contact Ken McGuire by phone at (916) 653-2750/Calnet 8-453-2750 or e-mail at Ken.McGuire@dot.ca.gov.

Thank you for your assistance.

DAVID PRIEBE
Bicycle Facilities Unit
Office of Program Management
Division of Local Assistance

Attachment

c: District Bicycle/Pedestrian Coordinators